Governor
Mikie Sherrill

Commissioner
Jacquelyn Suárez

OFFICE OF HOMELESSNESS PREVENTION:

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING 2 PROGRAM (HPRP2)

REQUEST FOR PROPOSALS - FY26

RFP Due Completed in SAGE: No later than 11:59pm on 9/25/2026

I. Name of the grant program

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING 2 PROGRAM (HPRP2) - FY26

II. DCA contact information

Jennifer Debiec, Programs Lead, OHP, Jennifer.Debiec@dca.nj.gov
Tanzania Green, Contract Administrator, Tanzania.Green@dca.nj.gov

III. Purpose of the grant program

To provide: (1) temporary rental assistance and stabilization services to assist individuals and families living on the streets or in emergency shelters obtain permanent housing; and (2) assistance to households in imminent risk of homelessness due to an eviction or other eligible cause.

IV. RFP Due Date

***RFP Due Completed in SAGE*:** No later than 11:59pm on 9/25/2026

***Award Notification Date*:** On or about 10/15/2026

V. Available & types funding

This RFP utilizes state appropriated special-purpose and homelessness prevention funding.

Total OHP Funds:	*$3,082,589.76*
Total ESG Funds:	*$3,232,598.76*
Total Funds Available for this RFP	**$ 6,315,197.52**

VI. Maximum amount of award

The maximum amount awarded to a single program in a region is variable.

Applicants may apply for more than one region and are encouraged to align regional selection with services provided in the state's 16 Continua-of-Care.

Awards will be distributed using the following matrix:

Project Type: HPRP2			
County	***Total Per Project Program Funds***	***Total Per Project Admin Funds***	***Total Award***
ATLANTIC	$306,519.94	$34,057.77	$340,577.71
BERGEN	$298,668.79	$33,185.42	$331,854.21
BURLINGTON	$251,796.30	$27,977.37	$279,773.67
CAPE MAY	$216,993.49	$24,110.39	$241,103.88
CAMDEN	$269,373.48	$29,930.39	$299,303.87
CUMBERLAND	$228,945.98	$25,438.44	$254,384.42
ESSEX	$525,062.83	$58,340.31	$583,403.14
GLOUCESTER	$213,126.53	$23,680.72	$236,807.25
HUDSON	$363,587.17	$40,398.57	$403,985.74
HUNTERDON	$194,143.17	$21,571.46	$215,714.63
MERCER	$305,230.93	$33,914.55	$339,145.48
MIDDLESEX	$361,243.54	$40,138.17	$401,381.71
MONMOUTH	$225,313.36	$25,034.82	$250,348.18
MORRIS	$232,812.96	$25,868.11	$258,681.07
OCEAN	$244,648.26	$27,183.14	$271,831.40
PASSAIC	$323,862.74	$35,984.75	$359,847.49
SALEM	$197,189.87	$21,909.99	$219,099.86
SOMERSET	$203,869.22	$22,652.13	$226,521.35
SUSSEX	$241,835.91	$26,870.66	$268,706.57

UNION	$273,709.20	$30,412.13	$304,121.33
WARREN	$205,744.10	$22,860.46	$228,604.56
	Total # of programs:	***21***	

VII. Eligible entities

Nonprofit organizations and municipalities servicing Atlantic, Bergen, Burlington, Camden, Cape May, Cumberland Essex, Gloucester, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Salem, Somerset, Sussex, Union, and Warren counties that have at least three (3) years of experience successfully administering and operating homelessness prevention, street outreach, homelessness diversion, and/or rapid re-housing programs.

Agencies selected must service the entire county and agencies may collaborate together to provide HPRP2 services (with an executed memorandum of understanding [MOU] outlining the collaboration or partnership). However, in partnership or HPRP2 projects, no more than one agency may be selected as the lead agency in a county for a collaborative award and the maximum grant awarded will not exceed the chart above.

Lastly, all applicants must demonstrate:

1. **Existing homelessness prevention, street outreach, homelessness diversion, or rapid re-housing programs and demonstrable experience in serving individuals and families experiencing homelessness and imminently homeless families.**

    a. When speaking to an agency's experience, both the integration of prevention principles and the incorporation of lowest-barrier possible services (understanding that ESG eligibility criteria should be the only barrier) into the agency's portfolio must be clearly articulated with collateral data speaking to the tangible outcomes and impact of services. Low-barrier services must include the organization's ability and willingness to be available to target populations where and when they are available (e.g. offering early morning/later evening hours, virtual and walk-in services, ability to meet clients where is convenient for them instead of requiring clients to travel to centralized locations, etc.).

This includes statistics regarding the number of individuals and families served, the percentage of those who were able to transition to stable housing, and the length of time in which they were able to achieve this.

Moreover, it is crucial that the agency provides evidence of the efficiency and effectiveness of their services, such as demonstrating lower rates of recidivism into homelessness, increases in self-sufficiency among clients, and improvements in overall wellbeing.

The collateral data should also include testimonials or case studies that illustrate successful prevention and/or rapid re-housing stories, underlining the agency's ability to help those in need.

Documents should be uploaded to application in SAGE as required attachments.

2. **A diverse compilation of resources and partnerships to support and assist households that are homeless and at risk of homelessness exit those situations and circumstances.**

    a. Applicants should demonstrate a diverse compilation of resources and partnerships. Acceptable examples are found below; documents should be uploaded to application in SAGE as required attachments.

        1. **Resource Inventory**: Clearly catalogue and describe the range of resources that the agency has available for persons experiencing homelessness and those at risk of homelessness. This could include direct services such as emergency shelter and food, case management, job training, mental health counseling, other OHP programs, or substance abuse treatment. The inventory should also include indirect resources like connections to affordable housing, educational programs, healthcare facilities, and legal aid. The more comprehensive and diversified the resource inventory, the better equipped the agency is to handle various cases of homelessness.

        2. **Partnership Network**: Provide evidence of partnerships that the agency has formed with other organizations in the community, whether they are governmental, non-profit, or private entities. This can be through formal memoranda of understanding, joint programs, shared funding or co-hosted events. **Network must include formalized partnerships with local street outreach organizations/teams and emergency shelters via memoranda of understanding.**

3. **Success Stories**: Showcase success stories that have resulted from the use of these resources and partnerships. This might involve detailing case studies of individuals or families who were able to exit homelessness with the agency's assistance, highlighting how the agency's resources and partnerships were instrumental in their transition.

4. **Outcomes Data**: Demonstrate with data the effectiveness of the agency's resources and partnerships. This could involve statistics on the number of people served, the rate of successful housing placements, improvements in employment status, reductions in recidivism, etc. The data should be presented in a way that is transparent and easy to understand.

5. **Feedback from Clients and Partners**: Include feedback or testimonials from clients who have benefited from these resources and partnerships, as well as from partners who have collaborated with the agency. This will provide a first-hand account of the agency's work and its impact.

6. **Innovative Solutions**: Detail any innovative or unique solutions that have been developed through these resources and partnerships. This could involve cutting-edge programs, unique partnerships, or novel resources that the agency has put into place to address homelessness. This demonstrates the agency's commitment to continuous improvement and creative problem-solving.

3. The willingness and capacity to partner with local and county law enforcement, the service area's correspondent Continuum-of-Care (CoC), public services (e.g., libraries), and regional and local health care providers. Agencies listed here must be listed in #3 Partnership Network of the preceding bullet.

a. Agencies should demonstrate this will and capacity through executed MOU/MOA/Letters of Support.

b. All agencies applying for funding through this program must be active members of their correspondent CoC.

4. Commitment to Housing First:

a. Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, which include but are not limited to:

1. Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;

2. Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;

3. Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;

4. Allowing participants to choose the services and housing that meet their needs, within practical and funding limitations;

5. Connecting participants to appropriate support and services available in the community that foster long-term housing stability.

b. Agencies must demonstrate commitment to the above outlined principles either via memorandum or board resolution and provide proof of same. Documents should be uploaded to application in SAGE as required attachments.

5. Commitment to the Inclusion of & Incorporation of Feedback from Persons with Lived Experience & Expertise (PWLEE):

a. OHP is committed to incorporating the perspectives and insights of persons with lived experience and expertise (PWLEE) of homelessness and housing instability in feedback and program evaluation processes.

   i. OHP regularly receives this feedback through the DCA Statewide PWLEE Advisory Board, which meets on a monthly basis with OHP and a quarterly basis with DHCR and DCA leadership.

b. As this feedback is critical for promoting inclusion, equity, diversity, and access in the homelessness prevention and services ecosystem (HPSE), all OHP grantees must affirm and provide proof of organizational alignment with (or the good faith effort of development of alignment with) the following key principles for ensuring the inclusion of PWLEE in feedback in their programs and organization:

   i. Centering the voices of PWLEE: PWLEE have a unique perspective on the experience of homelessness and offer valuable insights into the challenges and barriers they face. It is essential to center their voices in

the feedback processes to ensure that their experiences and needs are accurately represented.

ii. Creation of a safe and supportive environment: PWLEE may have experienced trauma or marginalization related to their experiences of homelessness. It is important to create a safe and supportive environment for them to share their feedback, where they feel heard and respected.

iii. Using inclusive language and communication: Feedback processes should use language and communication that is inclusive and accessible to all. This includes using plain language, avoiding jargon or technical terms, and ensuring that all communication is available in formats that are accessible to individuals with disabilities.

iv. Providing opportunities for meaningful engagement: PWLEE should have opportunities to provide feedback in ways that are meaningful and accessible to them. This may include one-on-one conversations, focus groups, surveys, or other methods of engagement that suit their preferences and needs.

v. Recognition of power imbalances: Power imbalances can and often do exist between PWLEE and those collecting feedback, which can lead to a lack of representation or influence. It is important to recognize and address these imbalances to ensure that the perspectives and experiences of PWLEE are fully represented and considered in feedback processes.

c. Applicants for OHP funding are required to document affirmation of the principles through supplementary materials submitted as addenda to their application. Documents should be uploaded to application in SAGE as required attachments.

Acceptable materials indicating affirmation include, but are not limited to:

i. Centering PWLEE Voices: This could be proven through agency protocols highlighting how PWLEE's perspectives are prioritized, or instances where their insights have influenced changes in the program.

ii. Creating Safe Environments: Evidence of this could include policies or guidelines about creating respectful and supportive spaces for PWLEE,

and possibly testimonials from PWLEE on their experience participating in feedback processes.

iii. Inclusive Language and Communication: Applicants may share their guidelines or examples of accessible, jargon-free communication materials, including different formats for individuals with disabilities.

iv. Opportunities for Meaningful Engagement: This could be shown through the variety of feedback methods employed to suit different preferences and needs of PWLEE, and how this feedback has been utilized by applicant.

v. Recognition of Power Imbalances: Applicant could provide evidence of their strategies to identify and address power imbalances, such as policies for equitable treatment, or practices promoting shared decision-making.

vi. Active Pursuit of Inclusion, Equity, Diversity, and Access: Applicant may share the organization's policies, training programs, and examples of actions taken to uphold these values.

vii. Evidence of Good Faith Effort: For organizations still developing alignment with these principles, they should provide a detailed plan showcasing their understanding of these principles and their steps towards incorporating them. This should include timelines, measurable goals, and designated personnel responsible for each step.

All information requested above in Section VII must be documented and attached to the application in SAGE as part of the Required Attachments.

VIII. Ineligible entities

1. Entities listed on the DCA list of High-Risk grantees and, as applicable, the current audit submission is not overdue.

2. Entities listed on the State Debarment list, located at www.state.nj.us/cgi-bin/treas/revenue/debarsearch.pl

IX. Target populations

Households experiencing homelessness and households at imminent risk of becoming homeless (see definitions in sub-section 2, below).

1. Income Limitations & Assets

Program participants accessing Homelessness Prevention assistance must be at or below 30% Area Median Income (AMI) upon intake, using the most up-to-date determination by HUD.

Program participants accessing Rapid Re-housing assistance are not required to prove income upon intake as long as they meet the HUD categorical criteria for 'homeless'.

Participants must be at or below 30% of Area Median Income (AMI) at the initial income certification conducted six months post-program admission.

To access the latest AMI determinations, please go to:
https://www.huduser.gov/portal/datasets/il.html#data_2026

2. Definitions of 'at-risk of homelessness' and 'homelessness'

Awardees will document that all project participants who receive HPRP2 assistance either:

(1) RRH: meet at least one of the HUD categorical criteria of 'homeless' [(1), (3), or (4) of in CFR 24 § 576.2 & 578.3].

OR

(2) HP: meet at least one of the HUD categorical criteria of 'at-risk of homelessness' [(2) in CFR 24 § 576.2 & 578.3].

To access HUD's categorical definitions of homelessness, please go to:
https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/

Additionally, selected grantees will be expected to serve individuals referred through the Homelessness Response Initiative (HRI) process. Grantees must coordinate with the Department of Community Affairs (DCA) to accept and prioritize referrals made through this process and must ensure that referred individuals are engaged and connected to available program services in a timely manner. Grantees should maintain regular communication with DCA regarding referral status and any barriers to enrollment and

must document referral outcomes in HMIS in accordance with DCA reporting requirements.

X. Eligible Activities

This program provides assistance through the following two activity components:

Component 1: Homelessness Prevention Services

- **Financial Assistance**:
  - Rental Assistance: short-term rental assistance for up to 6 months
  - Rental Arrears: up to 3 months

- **Utility Payments**: up to 2 months for electric and gas

- **Case Management**: arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of the program participants. Such services include: 1) developing an individualized housing and self-sufficiency plan (including job search and career advancement); 2) identifying and obtaining services for program participants; 3) monthly monitoring and evaluation of the program participant's progress for the duration of assistance.

  - **This program requires one FTE to be dedicated to the project 100% of the time. Time may be split between prevention and rapid re-housing components.**
    - **Costs associated with the project's assigned FTE should be billed to program lines.**

- **Credit repair, budgeting, and money management**: Review client's credit report, review outstanding debt (including judgments) and work with client to create a financial stability plan.

- **Data Collection and Evaluation**: operating a Homeless Management Information System (HMIS). Eligible costs include: HMFA HMIS fee for participating agencies; and staffing associated with the operation of HMIS (data entry, monitoring and reviewing data quality).
  - Please note ineligible data collection costs include planning and development of HMIS systems, development of new software systems.

Component 2: Rapid Re-Housing

- **Financial Assistance:**

  - Security Deposit: up to 1 ½ months of rent
  - Rental Assistance: short-term rental assistance for up to 6 months or medium-term rental assistance for up to 12 months

- **Utility Deposits**: for electric and gas
- **Utility Payments**: up to 2 months for electric and gas
- **Moving Cost Assistance**: reasonable moving costs (such as a truck rental, hiring a moving company or short-term storage fees) for a maximum of three months or until the program participant is in housing, whichever is shorter.

- **Case Management**: arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants. Such services include: 1) developing an individualized housing and self-sufficiency plan (including job search and career advancement); 2) identifying and obtaining services for program participants; 3) monthly monitoring and evaluation of the program participant's progress for the duration of assistance.

  - **This program requires one FTE to be dedicated to the project 100% of the time. Time may be split between prevention and rapid re-housing components.**
    - **Costs associated with the project's assigned FTE should be billed to program lines.**

- **Housing Search and Placement**: assist program participants to locate, secure, and retain suitable housing.

- **Credit repair, budgeting, and money management**: review client's credit report, review outstanding debt (including judgments) and work with client to create a financial stability plan.

- **Data Collection and Evaluation***:* operating a Homeless Management Information System (HMIS). Eligible costs include: HMFA HMIS fee for participating agencies; and staffing associated with the operation of HMIS (data entry, monitoring and reviewing data quality)
  - Please note ineligible data collection costs include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS.

XI. Ineligible activities

Activities not specifically approved through this application or subsequently approved in writing by DCA.

XII. Grant term

November 1, 2026 – October 31, 2027

XIII. Application process - Narrative

The proposal must be submitted electronically via SAGE. All applicants must submit in SAGE a written narrative that includes the following:

Application Information

- Application Program Description
- Project Objectives
- Scope of Services – should include information about the implementation of DCA's Homelessness Prevention and Rapid Re-housing program only, should it be awarded

Application Program Components

- Program Components
- Service Area

Application Program Information Forms

- Agency History/Capacity Financial Management
    - Agency mission
        - *Upload required – Agency's Organizational Chart*
    - Current list of programs/services
    - Agency experience
    - Comparable programs
    - Financial management and qualifications of financial personnel

Previous Program Experience

- To include specific numbers of households assisted with various grants

Program Services and Coordination

- County level data to include PIT, census, and other data to substantiate need
- Proposed number of households to be assisted with this grant
- Decision making process for awarding assistance
- Experience with housing needs assessment, case management, and housing navigation
- Experience with landlord engagement

- Process for adhering to rent reasonableness and housing quality standards
- Proposed case management approach after lease-up
- Plan for working with clients with high barriers to housing
- Plan for working with clients to stabilize or increase income
- Coordination with mainstream resources

Data Collection

- In addition to the information requested via the prompts in SAGE, please provide information regarding:
    - Methods used for timely and accurate data collection
    - Process for recording data into HMIS/AWARDs
        - *Upload required – HMIS letter*
        - *Upload required – HMIS report (last two years of data)*

Schedule A: Personnel

- Must create a new form in this section for each staff member that will be paid out of either Admin-Personnel or Program-Assistance to Client: Case Management budget lines
    - **This RFP requires one FTE to be dedicated to this project 100% of the time**
        - *Upload(s) Required – resume for each staff member entered*

Attachments

- *Upload Required – CoC Letter of Recommendation*
- *Upload Required – HMIS letter (duplicate)*
- *Upload Required – Certificate of Incorporation*
- *Upload Required – Organization By-laws*
- *Upload Required – Full Audit for last three years (2025, 2024, 2023 preferred)*

Upload SAM Attachment File

- *Upload Required – Proof of SAM Registration*

Certification Sheets

- *Upload Required – Certification of Debarment and Suspension*
    - Download available and must be used
- *Upload Required – Certification Regarding Lobbying*
    - Download available and must be used
- *Upload Required – Resolution*
    - Download available and must be used
- *Upload Required – IRS Determination Letter*
- *Upload Required – Agency's Organizational Chart (duplicate)*

- *Upload Required – Application Cover Page*
  - Populated download available – must be printed out and signed before upload
- *Multiple Uploads **Required** – Third Party Agreements* (see below)
  - *Executive team resumes*
  - *Job description of position created via this grant* – if applicable
  - *IRS Form 990 from previous year*
  - *Project process map from intake to discharge*
  - *Document providing collateral data speaking to tangible outcomes/impact of services*
    - *Statistics regarding the number of households served*
    - *Percentage of those who were able to transition to stable housing*
    - *Length of time from intake to lease-up*
    - *Testimonials/case studies*
  - *In-house resource inventory*
  - *Partnership Network document*
    - *Executed MOUs/MOAs/letters of support from partner organizations*
    - *Executed MOUs formalizing relationships with street outreach and emergency shelter providers*
  - *Housing navigation action plan*
  - *Marketing/Outreach Plan to include slide deck with community partners/constituents as intended audience*
  - *Documentation of commitment to Housing First principles*
    - *Board resolution/policy*
  - *Documentation affirming inclusion of PWLEEs*
    - *Policies/process for including PWLEE feedback*
    - *PWLEE inclusion in organizational leadership*
  - *Documented pursuit of diversity, equity, and inclusion*
    - *Policies for equitable treatment of clients and accessibility of program/materials to disabled individuals*
    - *Documentation of staff training of the same*

Proposed Budget

- Other 10% Total Budget Minimum not required for this grant – ignore in SAGE
- Use the example budget below as a guide
  - Total amount allocated for the county must be accounted for in the budget
  - Admin is capped as per the RFP - award amount listed on Page 3 for each county

- Data collection is capped at $1,000 and is part of the Administration budget
- **This RFP calls for one FTE to be dedicated to this project 100% of the time**
  - OHP supports the payment of a fair living wage with appropriate benefits provided via the position created by this grant. This grant supports a yearly salary of up to $65,000 with fringe capped at 35%.

Example Budget: HPRP2 Program - County Minimum Award	
Total Award: $340,577.71	
Category	*Amount ($)*
Administration (10% of total award)	**$34,057.77**
Personnel	
Salaries/Wages	$30,000.00
Fringe	$3,057.77
Purchased Services	
Data Collection (NJ HMIS)	$1,000.00
Program (Minimum 90%)	**$306,519.94**
Personnel Expenses	
RRH Staff Salary (.7 FTE)	$45,500.00
HP Staff Salary (.3 FTE)	$19,500.00
Fringe (capped at 35%)	$22,750.00
Operational Expenses (RRH Activities must be at 70% or greater)	
RRH Rental Assistance: Short Term	$75,000.00
RRH Rental Assistance: Medium Term	$30,000.00
RRH Security Deposits	$45,169.94
Moving Cost Assistance	$1,000.00
HP Rental Arrears/Short Term	$65,600.00
Credit Repair	$1000.00
Housing Search/Placement	$1000.00
Total	**$340,577.71**

XIV. Application process - Required attachments

1. Agency organizational chart
2. Letter confirming NJ HMIS participation
3. HMIS report (showing last two years of data)

4. Staff resumes, including the applicant's executive team
5. Job description of position created via the project
6. Letter of Support from the County/Regional Continuum-of-Care (CoC):
    a. This letter must include a description of the applicant's participation in CoC processes and programs (to include Coordinated Entry [if applicable]).
    b. This letter must also certify the applicant's participation in PIT Count activities.
7. Certificate of Incorporation
8. Organizational by-laws
9. Full Audit (years 2025, 2024, 2023 if possible)
10. Proof of SAM registration
11. Certification regarding debarment and suspension
12. Certification regarding lobbying
13. Resolution from the applicant's Board of Trustees
14. IRS determination letter
15. Fully executed application cover page
16. IRS Form 990 from previous year
17. Process map of project (from initial client contact through discharge/follow-up) that is inclusive of and aligned with CoC processes. The process map must clearly demonstrate hand-offs between providers/staff and inclusion of street outreach/emergency shelter providers as partners.
18. Agency Experience with Collateral Data
19. In-house resource inventory
20. Partnership network to include MOU/MOAs (must include MOUs with street outreach and emergency shelter providers)
21. Housing navigation action plan to include strategies for landlord engagement and negotiation
22. Marketing plan that will be used to socialize the program to community stakeholders.
    a. Slide deck/PowerPoint
23. Documentation of commitment to Housing First principles
24. Documentation of commitment to PWLEE inclusion/activities
25. Documentation of pursuit of diversity, equity, and inclusion

XV. Reporting and monitoring requirements

1. Monthly peer-to-peer meetings (via Teams)
2. Quarterly leadership meetings (via Teams)
3. Monthly reporting via SAGE
4. Semi-annual site visitation/file review
5. Recording encounter and case note data no later than 24 hours post-encounter in AWARDS.

XVI. Training requirements

Each grantee agrees that staff will participate in all mandatory training and meetings according to a schedule provided by the Office of Homelessness Prevention (see below). Training and meetings are to increase understanding of integrated services delivery and its interplay with other aspects of case management and as part of a larger housing problem-solving approach to preventing homelessness that is person-centered and affirming of Housing First principles.

Direct staff, Supervisors, and Leadership staff must agree to the following mandatory training participation as part of this program:

1. Harm reduction
2. Landlord collaborations
3. Housing First
4. Eviction Prevention & Housing Rights
5. Reporting, including the use of the Homelessness Management Information System database (HMIS), also known as AWARDS, report building, and uploading options through NJ HMFA.
6. Racial equity
7. Trauma-Informed Service Delivery
8. Project Service Delivery Coaching & Peer-to-Peers
9. Persons with Lived Experience and Expertise (PWLEE) feedback sessions

In addition, the entity must participate in and make presentations to various audiences during required training and meetings according to the schedule designated by the Office of Homelessness Prevention. The entity must also work in collaboration with other DCA grantees to achieve this initiative's objectives.

XVII. Grantee performance expectations & requirements

1. Project is operationalized and running no later than 30 days post award notification.
2. Project's corresponding CoC executive body is made aware of award and project no later than 24 hours after grant award notice.
3. Presentation and referral process is socialized to CoC's general body at the first available meeting post operationalization of the project and at on-going CoC and public meetings regarding housing vulnerability and homelessness management information system.
4. Attendance at all training and OHP peer-to-peer activities.
5. Project staff meaningfully participate in NJ Counts (PIT Count).
6. Maintenance of 95% data quality in AWARDS (to include discharge destination/outcome capture).

7. Any changes in participant status or circumstances are updated in NJ HMIS no later than 24 hours of notice.
8. All service costs and payments made on behalf of or to participants are updated in NJ HMIS no later than 24 hours post-disbursement. This includes regular uploads to NJ HMIS if an agency is utilizing an alternative homelessness
9. **For all projects:**
    a. 80% of project households maintaining housing 3 months post-discharge
    b. 75% of project households maintaining housing 6 months post-discharge.

XVIII. Threshold requirements

Only applications that meet all the following threshold requirements will be scored; ***applications missing any documents identified in numbers 7-12 below will be provided 5 days to upload same.***

1. Minimum of three years of experience in providing homelessness prevention and housing services such as financial assistance, housing relocation and stabilization services to the target population.
2. Attend a mandatory technical assistance workshop.
3. Be an active participant in the local Continuum of Care.
4. Be an active participant in NJ HMIS.
5. Agree to attend a HMIS training workshop.
6. Submit the last 3 years of audits [to include statement cash flows [or equivalent]) and latest IRS Form 990.
    a. Applicant's submissions **must demonstrably show** they have sufficient cash flows to sustain staff and effectively administer the grant.
7. Submit Bylaws.
8. Submit Articles of Incorporation.
9. Submit staff resumes and current organizational chart.
10. Submit verification of current SAM registration.
11. Complete all certification sheets.
12. Submission of all required attachments in Section XIV.

XIX. Scoring Rubric

Criteria	Section in SAGE App	Point Value
Section 1: Organizational Capacity and Experience • **Mission alignment with RFP goals (5 points)**	• **Agency History / Capacity / Financial Management**	**25 Points**

• Mission focuses on serving those experiencing or at-risk of homelessness (2 points) • Mission emphasizes rapid resolution of housing crises (2 points) • Mission aligns with prevention principles and Housing First (1 point) • **Staff capacity and capabilities (5 points)** • Sufficient staff roles/positions for project implementation (2 points) • Staff have relevant capabilities and qualifications (2 points) • Staff retention rate/turnover metrics (1 point) • **Years of experience in homeless services (5 points)** • 3 years of experience (2 points) • 4-5 years of experience (3 points) • 5+ years of experience (5 points) • **Experience with prevention principles and practices (5 points)** • Describes experience implementing prevention and rapid re-housing programs (2 points) • Provides data/outcomes demonstrating existing program efficacy (2 points) • Discusses incorporation of lowest barrier possible approaches (1 point) • **Experience providing rental assistance and supportive services (5 points)** • Types of rental assistance and supportive services provided to include experience with landlord negotiation and housing navigation (2 points) • Data on households served through these interventions (2 points) • Examples of successful housing placements/stabilization (1 point)	• **Program Coordination & Services** • **Previous Program Performance** • **Upload – Resumes** • **Upload – Collateral Data**	
Section 2: Proposed Approach • **Clearly defined project type and service area (5 points)** • Indicates project type (RRH & HP) (2 points)	• **Application Program Components**	**50 Points**

• Specifies county/counties that will be served (3 points) • **Detailed project process description and map (15 points)** • Step-by-step description of service delivery process (4 points) • Roles and hand-offs between staff and partners clearly defined, to include next steps if client is ineligible (3 points) • Process aligns with HUD definitions and eligibility criteria (3 points) • Housing navigation action plan including strategies for landlord engagement (5 points) • **Qualifications of project staff (10 points)** • Resumes demonstrate capabilities matched to assigned roles (5 points) • Key positions filled with qualified candidates (5 points) • **Data collection, management, and reporting processes (5 points)** • Methods for timely and accurate data collection described (2 points) • Process for recording data in HMIS/AWARDS explained (2 points) • Capacity for generating required reports demonstrated (1 points) • **Partnerships with CoC, healthcare, and other entities (5 points)** • Strength of partnership with CoC evidenced through MOU and/or letter of support (2 points) • Additional partnerships documented through MOUs/letters of support (2 points) • Leverages partnerships for client referrals and resources (1 point) • **Marketing/outreach plan (5 points)** • Targets relevant stakeholders for program awareness (2 points) • Uses appropriate communication channels and materials (2 point) • Promotes program alignment with Coordinated Entry (1 point) • **Reasonable and allowable budget (5 points)**	• **Scope of Services** • **Data Collection** • **Budget** • **Upload – Project Process Map** • **Upload – Resumes** • **Upload – CoC Letter** • **Upload – Partnership Network & MOUs** • **Upload – Housing Navigation Plan** • **Upload – Marketing Plan**	

• Costs limited to eligible expenses (2 points) • Budget aligned with program design (2 points) • Leverages other resources where possible (1 point)		

Section 3: Commitment to Best Practices
• **Embraces Housing First principles (10 points)**
  • Documentation of board resolution/policy adopting Housing First (3 points)
  • Low barriers, client-driven approach described in application (4 points)
  • Willingness to accept clients and accelerate housing outcomes regardless of substance use, mental health conditions, household composition, etc. (3 points)
• **Centers voice of those with lived expertise (5 points)**
  • Policies/process for including lived expertise feedback (2 points)
  • Examples of incorporating feedback provided (2 points)
  • Lived expertise inclusion in organizational leadership (1 point)
• **Pursues diversity, equity, inclusion, belonging, and access (5 points)**
  • Policies for equitable treatment of clients (2 points)
  • Staff training on implicit bias, cultural competence, etc. (2 points)
  • Accessibility of program and materials to disabilities (1 point)
• **Participates in HMIS, PIT, and other CoC activities (5 points)**
  • Confirms HMIS participation and training requirements met (2 points)
  • Demonstrates PIT Count participation (2 points)
  • Actively engages in CoC meetings and coordinates with partners (1 point)
	• **Program Services & Coordination**
	• **Upload – Documentation of Housing First**
	• **Upload – Documentation of PWLEE Inclusion**
	• **Upload – Documentation of Diversity, Equity, Inclusion**
	• **Upload – NJ HMIS Letter**
	• **Upload – CoC Letter**
		25 Points

Section 4: Threshold Requirements (Pass/Fail) • Meets all threshold criteria listed in RFP		**Application is Eligible/Ineligible**
Section 5: Overall Proposal Quality • Well-written, easy to understand, thorough, and compelling overall proposal **(10 bonus points)**		**Max 10-point bonus**
Total Points (Max):		**110**